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## **FILED BY A PUBLIC EMPLOYEE** **under § 23(b)(3) and 930 C.M.R. § 5.05**

You are a state, municipal or county employee.

You are filing this Reconciliation Statement because

- You previously submitted a disclosure regarding your receipt of an offer of travel expenses that serve a legitimate public purpose or travel expenses related to participating in a legitimate speaking engagement whose purpose is to provide education to conference participants, and
- The actual expenses for the event differ from the original proposal by an amount of \$50 or more.

### **WHEN DO YOU NEED TO FILE A RECONCILIATION STATEMENT?**

You must file a Reconciliation Statement within two weeks of your return from travelling.

### **WHAT ARE YOUR OBLIGATIONS REGARDING A RECONCILIATION STATEMENT?**

You must submit a statement of reconciliation stating how and why the actual travel differed from the original proposal.

You must file the Reconciliation Statement in the same way you filed your original disclosure.

- An appointed public employee should file the Reconciliation Statement with his or her appointing authority.
- An elected state or county employee should file the Reconciliation Statement with the State Ethics Commission.
- An elected municipal employee should file the Reconciliation Statement with the city or town clerk.

**If you need advice about completing the disclosure, please call the Attorney of the Day at (617) 371-9500.**

**Please scroll down to the form below.**



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**BY A PUBLIC EMPLOYEE**  
**, § 23(b)(3) and 930 C.M.R. § 5.05**

Name of employee:	
Title/ Position	
Agency:	
Agency address:	
Office phone:	
Please insert a check mark and attach a copy of your previous disclosure.	<b>I have attached a copy of my previous disclosure</b> relating to:  _____ Free or discounted travel and lodging expenses, including meals, that serve legitimate public purposes and have a value of \$50 or more;  _____ Travel expenses related to a legitimate speaking engagement, covering only the day(s) on which I had participation or presentation responsibilities or the day(s) I had to travel to the location of the speech and return to the Commonwealth; or  _____ Free or discounted admission, having a value of \$50 or more.
Date of travel or event:	
Reason that the actual amount differs from the proposed amount by \$50 or more:	



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**INCLUDE DETAILED INFORMATION  
DIFFER FROM THE AMOUNTS ORIGINALLY PROPOSED.**

	<u>Proposed amount</u>	<u>Actual amount</u>
Transportation:		
Lodging:		
Meals:		
Admission:		
Other (please list):		
Total:		

Employee signature	
Date	

**An appointed public employee should submit this form to his or her appointing authority.**

**An elected state or county employee should file this form with the State Ethics Commission.**

**An elected municipal employee should file this form with the city or town clerk.**

**Attach additional pages if necessary.**